

## **Personnel**

### **STAFF DEVELOPMENT**

**BP 4231**

The Governing Board recognizes that classified staff does essential work that supports a healthy school environment and the educational program. Classified staff shall have opportunities to participate in staff development activities in order to improve job skills, learn best practices, retrain as appropriate in order to meet changing conditions in the district, and/or enhance personal growth.

*(cf. 3100 - Budget)*

*(cf. 3350 - Travel Expenses)*

*(cf. 4200 - Classified Personnel)*

*(cf. 4261.3 - Professional Leaves)*

The Superintendent or designee shall involve classified staff, site and district administrators, and others, as appropriate, in the development of the district's staff development program. He/she shall ensure that the district's staff development program is aligned with district goals, school improvement objectives, the local control and accountability plan, and other district and school plans.

*(cf. 0000 - Vision)*

*(cf. 0200 - Goals for the School District)*

*(cf. 0420 - School Plans/ Site Councils)*

*(cf. 0460 - Local Control and Accountability Plan)*

*(cf. 0520.2 - Title I Program Improvement Schools)*

*(cf. 0520.3 - Title I Program Improvement Districts)*

Staff development may address general workplace skills and/or skills and knowledge specific to the duties of each classified position, including, but not limited to, the following topics: (Education Code 45391)

1. Student learning and achievement
  - a. How paraprofessionals can assist teachers and administrators to improve the academic achievement of students
  - b. Alignment of curriculum and instructional materials with the California State Standards
  - c. The management and use of state and local student data to improve student learning
  - d. Best practices in appropriate interventions and assistance to at-

## Personnel

### STAFF DEVELOPMENT

BP 4231

risk students

- (cf. 4222 - Teacher Aides/Paraprofessionals)*
- (cf. 5121 - Grades/Evaluation of Student Achievement)*
- (cf. 5123 - Promotion/Acceleration/Retention)*
- (cf. 6011 - Academic Standards)*
- (cf. 6141 - Curriculum Development and Evaluation)*
- (cf. 6143 - Courses of Study)*
- (cf. 6161.1 - Selection and Evaluation of Instructional Materials)*
- (cf. 6162.5 - Student Assessment)*
- (cf. 6162.51 - State Academic Achievement Tests)*

#### 2. Student and campus safety

- (cf. 0450 - Comprehensive Safety Plan)*
- (cf. 3515.3 - District Police/Security Department)*
- (cf. 3515.5 - Sex Offender Notification)*
- (cf. 4119.11/4219.11/4319.11 - Sexual Harassment)*
- (cf. 4157/4257/4357 - Employee Safety)*
- (cf. 4158/4258/4358 - Employee Security)*
- (cf. 5131 - Conduct)*
- (cf. 5131.2 - Bullying)*
- (cf. 5137 - Positive School Climate)*
- (cf. 5138 - Conflict Resolution/Peer Mediation)*
- (cf. 5145.9 - Hate-Motivated Behavior)*
- (cf. 5145.3 - Nondiscrimination/Harassment)*
- (cf. 5145.7 - Sexual Harassment)*

#### 3. Education technology, including management strategies and best practices regarding the use of education technology to improve student performance

- (cf. 0440 - District Technology Plan)*
- (cf. 4040 - Employee Use of Technology)*
- (cf. 6163.4 - Student Use of Technology)*

#### 4. School facility maintenance and operations, including best practices in the operation and maintenance of school facilities, such as green technology and energy efficiency, that help reduce the use and cost of energy at school sites

- (cf. 3510 - Green School Operations)*

## **Personnel**

### **STAFF DEVELOPMENT**

**BP 4231**

*(cf. 3511 - Energy and Water Management)*

5. Special education, including best practices to meet the needs of special education students and to comply with any new state and federal mandates

*(cf. 6159 - Individualized Education Program)*

*(cf. 6159.1 - Procedural Safeguards and Complaints for Special Education)*

*(cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)*

*(cf. 6164.6 - Identification and Education Under Section 504)*

6. School transportation and bus safety

*(cf. 3540 - Transportation)*

*(cf. 3541 - Transportation for School-Related Trips)*

*(cf. 3541.2 - Transportation for Students with Disabilities)*

*(cf. 3542 - Bus Drivers)*

*(cf. 3543 - Transportation Safety and Emergencies)*

7. Parent involvement, including ways to increase parent involvement at school sites

*(cf. 1240 - Volunteer Assistance)*

*(cf. 6020 - Parent Involvement)*

8. Food service, including food preparation to provide nutritional meals, food safety, and food management

*(cf. 3550 - Food Service/Child Nutrition Program)*

*(cf. 3551 - Food Service Operations/Cafeteria Fund)*

*(cf. 3555 - Nutrition Program Compliance)*

*(cf. 5030 - Student Wellness)*

9. Health, counseling, and nursing services

*(cf. 5141 - Health Care and Emergencies)*

*(cf. 5141.21 - Administering Medication and Monitoring Health Conditions)*

*(cf. 5141.22 - Infectious Diseases)*

*(cf. 5141.23 - Asthma Management)*

*(cf. 5141.24 - Specialized Health Care Services)*

*(cf. 5141.26 - Tuberculosis Testing)*

*(cf. 5141.27 - Food Allergies/Special Dietary Needs)*

## Personnel

### STAFF DEVELOPMENT

BP 4231

*(cf. 5141.3 - Health Examinations)*  
*(cf. 5141.52 - Suicide Prevention)*  
*(cf. 5141.6 - School Health Services)*  
*(cf. 6164.2 - Guidance/Counseling Services)*

10. Environmental safety, including pesticides and other possibly toxic substances so that they may be safely used at school sites

*(cf. 3514 - Environmental Safety)*  
*(cf. 3514.1 - Hazardous Substances)*  
*(cf. 3514.2 - Integrated Pest Management)*  
*(cf. 6161.3 - Toxic Art Supplies)*

For classroom instructional aides or other classified staff involved in direct instruction of students, staff development activities may also include academic content of the core curriculum, teaching strategies, classroom management, or other training designed to improve student performance, conflict resolution, and relationships among students. Such professional learning opportunities shall be evaluated based on criteria specified in Education Code 44277 and BP 4131 - Staff Development.

The district's staff evaluation process may be used to recommend additional individualized staff development for individual employees.

*(cf. 4215 - Evaluation/Supervision)*

The Superintendent or designee shall provide a means for continual evaluation of the benefit of staff development activities to staff and students and shall annually report to the Board regarding the effectiveness of the staff development program.

*(cf. 0500 - Accountability)*

#### *Legal Reference:*

##### EDUCATION CODE

44277 - Professional growth programs for individual teachers

44032 - Travel expense payment

45380-45387 - Retraining and study leave (classified employees)

45390-45392 - Professional development for classified school employees

52060-52077 - Local control and accountability plan

56240-56245 - Staff development; service to persons with disabilities

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### **STAFF DEVELOPMENT**

**BP 4231**

GOVERNMENT CODE

*3543.2 - Scope of representation of employee organization*

PUBLIC EMPLOYMENT RELATIONS BOARD DECISIONS

*United Faculty of Contra Costa Community College District v. Contra Costa Community College District, (1990) PERB Order No. 804, 14 PERC P21, 085*

*Management Resources:*

WEB SITES

*California Association of School Business Officials: <http://www.casbo.org>*

*California School Employees Association: <http://www.csea.com>*

**Policy**

**Adopted:** September 26, 1995

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**PASADENA UNIFIED SCHOOL DISTRICT**

Pasadena, California